

City of Lone Tree
City Clerk
9220 Kimmer Drive, Suite 100
Lone Tree, CO 80124
Telephone: 303-708-1818
Fax: 303-225-4949
www.cityoflonetree.com/fecp



CITY OF LONE TREE

FAIR ELECTIONS AND CAMPAIGN PRACTICES

2016 Information

The City of Lone Tree established the Fair Election and Campaign Practices (FECP) in order to clarify and simplify the procedures candidates and committees need to follow. Please contact the City Clerk's Office if you have any questions. As a home rule municipality, this provision in the code applies only to City of Lone Tree general or special municipal elections. The provisions of this code shall govern in place of the State of Colorado Fair Campaign Practices Act (FCPA).

2016 Reporting Periods

**Date of filing Statement of Organization (then every two weeks until April 12)

* - April 7, 2016

April 7– April 24, 2016

April 24 – May 28, 2016

2016 Reporting Dates

April 12, 2016 (21st day before election)

April 29, 2016 (Friday before election)

June 2, 2016 (30 days after election)

**From the date of the first contribution was received or expenditure made.*

**Reports shall be filed every fourteen (14) days following the filing of the statement of organization until twenty-five (25) days before the election (April 8).

In accordance with the code, until terminated, a committee shall file a report for every reporting period even if the committee has no activity, expenditures or contributions to report during the reporting period.

All reports MUST be received by the City Clerk on or before the due date. Postmark dates are not recognized. A faxed or emailed report MUST be followed up with the original document within five days. The candidate and/or registered agent are responsible for the content and accuracy of the report.

Candidate Affidavit

The form is to be completed by all candidates seeking an elected office in the City of Lone Tree within 10 days of becoming a candidate. You become a candidate when you publicly announce intent to seek public office and receive a contribution or make an expenditure in support of your candidacy.

Candidate Statement of Non-Receipt of Contributions or Non-Expenditure of Funds

The form is for the use of candidates that do not have a campaign committee and have not received contributions nor made expenditures.

Statement of Personal Expenditures by a Candidate

This form is for the use of candidates who have not received any contributions, but have made expenditures of personal funds.

Report of Electioneering Communication

This form is to be completed by any person who expends in the aggregate two hundred and fifty dollars (\$250.00) or more per calendar year on electioneering communications. The form must be submitted to the City Clerk within ten (10) days of such expenditure.

Electioneering Communication includes:

Any communication broadcasted by television or radio, printed in a newspaper or on a sign or billboard, directly mailed or delivered by hand to personal residences, transmitted electronically or telephonically or otherwise distributed that unambiguously refers to any candidate; is broadcasted, printed, mailed, delivered by hand, transmitted or otherwise distributed within sixty days before an election; and distributed to an audience that includes members of the electorate of the City.

Electioneering Communication does not include:

Any news articles, editorial endorsements, opinion or commentary writings, or letters to the editor printed in a newspaper, magazine or other periodical not owned or controlled by a candidate; Any editorial endorsements or opinions aired by a broadcast facility not owned or controlled by a candidate; Any communication by persons made in the regular course and scope of their business or any communication made by a membership organization solely to members of such organization and their families.

Each electioneering communication expenditure in the aggregate of two hundred and fifty dollars (\$250.00) or more must have a new notice. The notice must include the amount, date and purpose of each expenditure, and the name, address, occupation and employer of any person that contributes more than one hundred dollars (\$100.00) per year to toward electioneering communications.

Committee Registration

The form is to be completed by every candidate, candidate committee, issue committee and political committee no later than ten (10) days after accepting or making a contribution or expenditure or twenty (20) days prior to the election, whichever is earlier. The committee registration requires name, address, phone number and bank account information.

Report of Contributions and Expenditures

The Report of Contributions and Expenditures is a financial report required for all committees that accept contributions or make expenditures. It is a summary of the contribution/expenditure totals for a specific reporting period.

If any person contributes more than one hundred dollars (\$100.00) per year toward electioneering communication (see definition under Report of Electioneering Communication) the name and address, occupation and employer shall be listed on Schedule A and/or B.

Detailed Summary

Is a summary of the contribution/expenditure totals for a specific reporting period. It also summarizes totals for Schedule A-D.

Schedule A

This form is used to report contributions received that exceed \$25.00.

Form A-N

This form is used to track contributions received that are \$25.00 and under. This form is not submitted – it is for the committee use only.

Schedule B

This form is used to report expenditures paid out by the committee that exceed \$24.99.

Form B-N

This form is used to track expenditures paid out that are \$25.00 and under. This form is not submitted – it is for the committee use only.

Schedule C

This form details outstanding debts or obligations received and/or repaid by the committee.

Schedule D

This form allows the committee to account for either a contribution or expenditure that has been made and is being returned.

CONTRIBUTION LIMITS

Lone Tree Municipal Code §2-1-110

- 1) No person shall make to a candidate committee, and no candidate committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00). A contribution to a candidate shall be deemed a contribution to the candidate's candidate committee.
- 2) An expenditure by a candidate on behalf of his or her own candidacy shall be deemed a contribution to the candidate's candidate committee. Contributions by a candidate to a candidate's own candidate committee shall not be subject to contribution limits.
- 3) No person shall make to an issue committee, and no issue committee shall accept from any one person, aggregate contributions in excess of ten thousand dollars (\$10,000.00).
- 4) No person shall make to a political committee, and no political committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00).
- 5) The contribution limits of this Section shall apply to each election.



Candidate Filing Checklist

For Fair Elections and Campaign Practices Reporting

Facsimile or electronic copies shall be accepted, provided that original documents are received by the City Clerk with five (5) days of receipt of the copies.

- Candidate Affidavit**
 - Should be filed within 10 days of becoming a candidate
 - Must be signed and notarized prior to submission

- Personal Expenditure Form**
 - For use by a candidate who has not received any contributions, but has made expenditures of personal funds

- Non-Receipt Form**
 - For use by a candidate that does **not** have a campaign committee and has not received contributions nor made expenditures and no expenditures have been made on behalf of the candidate.

- Committee Registration**
 - Every candidate, candidate committee, issue committee and political committee shall file a statement of organization with the City Clerk no later than ten (10) days after accepting or making a contribution or expenditure or twenty (20) days prior to the election, whichever is earlier.

- Report of Contributions and Expenditures**
 - A financial report required for all committees that accept contributions or make expenditures.
 - The reporting period ends five days prior to the filing date.
 - Required to be filed
 - 14 days after filing Statement of Organization and every 14 days after that until
 - 21 days before the election and
 - The Friday before the election and
 - 30 days after the election
 - There are additional filing requirements if unexpended contributions or expenditure deficit exist [LT Municipal Code 2-1-100]

The above checklist is intended to be a quick reference guide to assist in filing requirements for the Fair Elections and Campaign Practices requirements and should not be considered legal advice. **Other documents may be required.** Please review Lone Tree Municipal Code Chapter 2, Article I. If you have any questions please call the City Clerk at 303-708-1818.

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CITY OF LONE TREE

CANDIDATE AFFIDAVIT
Lone Tree Municipal Code §2-1-40

☞ Municipal Candidates File with the City Clerk

This affidavit shall certify that I, _____, am a candidate
for the _____ election, for the office of _____,
(Year)
District # _____ (if applicable).

I further certify that I am familiar with the provisions of the Fair Election Campaign Practices Ordinances (FECPE) as required in §2-1-80 through §2-1-150 of the City of Lone Tree Municipal Code.

Signature of Candidate _____ Date _____

Physical Address of Candidate: _____
(Street/City/St/Zip)

Mailing address: _____

Business Phone: _____ Residence Phone: _____

E-Mail Address: _____

STATE OF COLORADO
COUNTY OF _____

Before me, _____, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared _____, whose name is subscribed to the foregoing Candidate Affidavit, and who affirms, that said statements are true and that he/she acknowledges the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set forth.

Subscribed and affirmed to before me this _____ day of _____, 20_____.

(Seal)

(Notary/Official Signature)

(Commission Expires)

CANDIDATE AFFIDAVIT INSTRUCTIONS

City of Lone Tree Municipal Code Reference: §2-1-80 through §2-1-150

[Who uses this form?] All Candidates seeking an elected office for City of Lone Tree.

[Purpose of form]: This form is to be used by all candidates seeking an elected office in the City of Lone Tree.

[Is this form required for all City of Lone Tree candidates?] YES

[When do I file this form?] Form must be filed with the appropriate election official within ten (10) days of becoming a candidate.

[When do I become a candidate?] You become a candidate when you publicly announce intent to seek public office and thereafter receive a contribution or make an expenditure in support of your candidacy.

Please note Lone Tree Municipal Code §2-1-10 defines: “Candidate, for purposes of compliance with this Article only, means any person (any individual, partnership, committee, association, corporation, labor organization or other group of persons) who has publicly announced an intention to seek elected municipal office and has received a contribution or made an expenditure in support of the candidacy.”

COMPLETING THE FORM

1. Print or type your name (of candidate) on the first line.
2. Print or type the year and office being sought.
3. Indicate the district number of the office being sought, if applicable.
4. Candidate must sign and date the form. **Signature must be notarized.**
5. Print or type the physical address of the candidate.
6. Print or type the mailing address of the candidate if different than physical address.
7. Print or type a telephone number where you may be contacted.
8. Print or type the E-Mail address if you wish to have your E-Mail address made public and to receive electronic notices and correspondence from the City Clerk.
9. **The remainder of the form must be completed by a Notary Public.**

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CITY OF LONE TREE

**CANDIDATE STATEMENT OF NON-RECEIPT OF CONTRIBUTIONS
OR
NON-EXPENDITURE OF FUNDS**

Lone Tree Municipal Code §2-1-90(a)

This form is for the use of candidates that do **not** have a campaign committee and have not received contributions nor made expenditures. No expenditures have been made on behalf of the candidate.

Name of Candidate: _____

Address of Candidate: _____

City, State, Zip: _____

Reporting Period: Beginning Date _____ Ending Date _____

CONTRIBUTIONS RECEIVED OR RECEIVABLE DURING THIS REPORTING PERIOD

\$ 0.00

EXPENDITURES MADE OR INCURRED DURING THIS REPORTING PERIOD

\$ 0.00

I, _____, affirm that no person received contributions on my behalf nor made any expenditures on my behalf. No contributions have been pledged to me nor on my behalf. I have not received any contributions nor have I made or incurred any expenditures on my behalf during this election reporting period.

Candidate Signature: _____ Date: _____

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STATEMENT OF PERSONAL EXPENDITURES BY A CANDIDATE

Lone Tree Municipal Code §2-1-90(a)

(For use by a candidate who has not received any contributions, but has made expenditures of personal funds)

Name of Candidate: _____

Address of Candidate: _____

City, State, and Zip Code: _____

Office: _____ District No.: _____ Elec./Yr.: _____

Reporting Period: Beginning Date _____ Ending Date _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u>	4. Address: _____
\$	5. City, State, Zip: _____
	6. Purpose of Expense: _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u>	4. Address: _____
\$	5. City, State, Zip: _____
	6. Purpose of Expense: _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u>	4. Address: _____
\$	5. City, State, Zip: _____
	6. Purpose of Expense: _____

I certify to the best of my knowledge this Statement of Expenditures is true and correct.

Candidate Signature: _____ Date: _____

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Instructions and Information for REPORT OF CONTRIBUTIONS AND EXPENDITURES

Reference:	Lone Tree Municipal Code §2-1-90
Who uses this form?	All Committees
Purpose of form:	This form is used to report contributions and expenditures
Is this form required?	Yes
When do I file this form?	This form must be received by the City Clerk on or before the filing due date for the reporting period. Remember...postmark dates are not recognized.

The Report of Contributions and Expenditures is a financial report required for all committees that accept contributions or make expenditures. Contribution forms should be done prior to completion of the Report of Contributions and Expenditures and Detail Summary pages. Listed below are brief descriptions of what each data entry page accomplishes to help you complete and finalize this report.

2016 Reporting Periods

**Date of filing Statement of Organization (then every two weeks until April 12)

* - April 7, 2016

April 7– April 24, 2016

April 24 – May 28, 2016

2016 Reporting Dates

April 12, 2016 (21st day before election)

April 29, 2016 (Friday before election)

June 2, 2016 (30 days after election)

**From the date of the first contribution was received or expenditure made.*

**Reports shall be filed every fourteen (14) days following the filing of the statement of organization until twenty-five (25) days before the election (April 8).

In accordance with the code, until terminated, a committee shall file a report for every reporting period even if the committee has no activity, expenditures or contributions to report during the reporting period.

Report of Contributions and Expenditures (page 1)

A summary of the contribution/expenditure totals for a specific reporting period.

Detailed Summary (page 2)

Summarizes totals for Schedule A-D. Complete this 1-page form last.

Schedule A (page 3)

This form is used to report contributions received that exceed \$25.00.

Schedule B (page 4)

This form is used to report expenditures paid out by the committee that exceed \$25.00.

Schedule C (page 5)

This form details outstanding debts or obligations received and/or repaid by the committee.

Schedule D (page 6)

This form allows the committee to account for either a contribution or expenditure that has been made and is being returned.

Form A-N (page 7)

This form is used to list contributions received that do not exceed \$25.00. *This form is for the committee use only – it is not submitted.*

Form B-N (page 8)

This form is used to list expenditures paid out by the committee that do not exceed \$25.00. *This form is for the committee use only – it is not submitted.*

All reports **MUST** be received by the City Clerk on or before the due date. Postmark dates are not recognized. A faxed or emailed report **MUST** be followed up with the original document within five days. The candidate and/or registered agent are responsible for the content and accuracy of the report.

ELECTIONEERING COMMUNICATION

Lone Tree Municipal Code §2-1-130

Any person who expends in the aggregate two hundred and fifty dollars (\$250.00) or more per calendar year on electioneering communications shall deliver a notice in writing within ten (10) days of such expenditure to the City Clerk. Each expenditure in the aggregate of two hundred and fifty dollars (\$250.00) or more shall require the delivery of a new notice. Such notice shall include the amount, date and purpose of each expenditure, and the name and address of any person that contributes more than one hundred dollars (\$100.00) per year to such person toward electioneering communications. In all cases where the person is a natural person, such notice shall also include the occupation and employer of such natural person. The last such notice shall be filed thirty (30) days after the applicable election.

CONTRIBUTION LIMITS

Lone Tree Municipal Code §2-1-110

- 1) No person shall make to a candidate committee, and no candidate committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00). A contribution to a candidate shall be deemed a contribution to the candidate's candidate committee.
- 2) An expenditure by a candidate on behalf of his or her own candidacy shall be deemed a contribution to the candidate's candidate committee. Contributions by a candidate to a candidate's own candidate committee shall not be subject to contribution limits.
- 3) No person shall make to an issue committee, and no issue committee shall accept from any one person, aggregate contributions in excess of ten thousand dollars (\$10,000.00).

- 4) No person shall make to a political committee, and no political committee shall accept from any one person, aggregate contributions in excess of two thousand dollars (\$2,000.00).
- 5) The contribution limits of this Section shall apply to each election.

Instructions for
REPORT OF CONTRIBUTIONS AND EXPENDITURES

COMPLETING THE FORMS

We suggest that you complete Schedules A-D (if applicable) before completing the detailed summary.

STEP 1. Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.

- Print or type the full name of the committee
- Print or type the address of your committee. Print or type the city, state and zip code of your committee.
- Print or type the name and address of the financial institution where the committee funds are deposited. [Lone Tree Municipal Code §2-1-80]
- Determine what type of report is being filed.
 - **Regularly Scheduled Filings** are normal reporting periods as required in Lone Tree Municipal Code §2-1-90 (These dates are listed on the front page of the instructions and at the City of Lone Tree web site www.cityoflonetree.com/fecp)
 - **Amended Filings** are reports that correct a previously filed report.
 - **Termination Reports** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. [Lone Tree Municipal Code §2-1-90(h)]
- Check () the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)
- Stop – you will return to the form and complete it during step 5.

STEP 2. Complete Schedules A-D (if applicable) and Forms A-N and B-N.

➤ **Schedule A (and Form A-N)**

List all contributions received on either Schedule A or on Form A-N (if the amount is in excess of \$25 list the contribution on Schedule A, if the amount is not in excess of \$25 list the contribution on Form A-N). Total the amount on Schedule A, this amount will be reported on line 6 of the detailed summary. Total the amount on Form A-N, this amount will be reported on line 7 of the detailed summary.

➤ **Schedule B (and Form B-N)**

List all expenditures paid out on either Schedule B or on Form B-N (if the amount is in excess of \$25 list the contribution on Schedule B, if the amount is not in excess of \$25 list the contribution on Form B-N). Total the amount on Schedule B, this amount will be reported on line 12 of the detailed summary. Total the amount on Form B-N, this amount will be reported on line 13 of the detailed summary.

➤ Schedule C

List all debt or obligations owed. Use a separate schedule for each outstanding debt or obligation. The total of all Schedule C's debt or obligation for this reporting period will be reported on line 8 of the detailed summary. The total of all Schedule C's cash amount received for this reporting period will be reported on line 8 of the detailed summary. The total of all repayments made for this reporting period will be reported on line 14 of the detailed summary.

➤ Schedule D

List all returned contributions and expenditures. The total amount of returned contributions will be reported on line 15 of the detailed summary. The total of returned expenditures will be reported on line 10 of the detailed summary.

STEP 3. Go to the Detailed Summary page (page 2).

STEP 4. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount of Itemized Monetary Contributions in excess of \$25.00 (from Schedule A).
- Line #6a – Enter the total amount of Itemized Non-Monetary Contributions in excess \$25.00 (from Schedule A).
- Line #7 – Enter the total amount of Monetary Contributions received this reporting period that were \$25.00 or less (from Form A-N).
- Line #7a – Enter the total amount of Non-Monetary Contributions received this reporting period that were \$25.00 or less (from Form A-N).
- Line #8 – Enter the total amount of all debts or obligations committed to this reporting period (from Schedule C).
- Line #8a – Enter the total cash amount received from of all debts or obligations for this reporting period (from Schedule C).
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends).
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee (from Schedule D - money coming back to the committee).
- Line #11a – Enter the sum of Lines #6a **and** #7a.
- Line #11 – Enter the sum of Lines #6 , 7, 9 and 10.
- Line #12 – Enter the total amount of all Expenditures in excess of \$25.00 (from Schedule B).
- Line #13 – Enter the total amount of all Non-Itemized Expenditures in excess of \$25.00 (from Form B-N).
- Line #14 – Enter the total amount of Debt or Obligation Repayments Made (from Schedule C).

- Line #15 – Enter the total amount of contributions returned to a donor (from Schedule D).
- Line #16 – Enter the sum of Lines #12 **through** #15.

STEP 5. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.
- Line #2a – Enter the total amount from Line #8a.
- Line #2b – Enter the sum of Lines #11a.
- Line #3 – Enter the sum of Lines #1 **and** #2 **and** #2a.
- Line #4 – Enter the total amount from Line #16.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.
- Line #5a – Enter the difference of Line #8 minus Line #14

STEP 6. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.

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CITY OF LONE TREE

COMMITTEE STATEMENT OF ORGANIZATION AND AFFIDAVIT

Lone Tree Municipal Code §2-1-70(c)

☞ Candidate Committee, Issue Committees or Political Committees File with the City Clerk

This affidavit shall certify that I, _____, the registered agent or officer for the _____.
(Name of Committee)

I further certify that I am familiar with the provisions of the Fair Election Campaign Practices Ordinances (FECP) as required in §2-1-80 through §2-1-150 of the City of Lone Tree Municipal Code.

Signature _____ Date _____

Physical Address: _____
(Street/City/St/Zip)

Mailing address: _____

Business Phone: _____ Residence Phone: _____

E-Mail Address: _____

STATE OF COLORADO
COUNTY OF _____

Before me, _____, a notary/officer duly authorized to administer oaths, in and for said State, personally appeared _____, whose name is subscribed to the foregoing Committee Statement of Organization and Affidavit, and who affirms, that said statements are true and that he/she acknowledges the execution of said instrument to be of their own free act and voluntary deed for the uses and purposes therein set forth.

Subscribed and affirmed to before me this _____ day of _____, 20_____.

(Seal)

(Notary/Official Signature)

(Commission Expires)

**COMMITTEE STATEMENT OF ORGANIZATION
AND AFFIDAVIT INSTRUCTIONS**

City of Lone Tree Municipal Code Reference: §2-1-80 through §2-1-150

[Who uses this form?] All Committees.

[Purpose of form]: This form is to be used by all committees.

[Is this form required for all City of Lone Tree candidates?] No, all committees

[When do I file this form?] when a committee is organized.

COMPLETING THE FORM

1. Print or type the name of the registered agent or officer completing this form on the first line.
2. Print or type the name of the committee
3. The registered agent or officer completing this form must sign and date the form. **Signature must be notarized.**
4. Print or type the physical address of the registered agent or officer.
5. Print or type the mailing address of the registered agent or officer if different than physical address.
6. Print or type a telephone number where you may be contacted.
7. Print or type the E-Mail address if you wish to have your E-Mail address made public and to receive electronic notices and correspondence from the City Clerk.
8. **The remainder of the form must be completed by a Notary Public.**

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COMMITTEE REGISTRATION FORM

Lone Tree Municipal Code §2-1-70

Committee Name: _____

Purpose/Office Sought: _____

Check Only One Committee Type:

Candidate Committee Issue Committee Political Committee

Committee Bank Account Information: _____

Date of Initial Deposit: _____

Is this an amendment*? YES NO

** Description of what is being amended. Any changes must be reported, to the City Clerk, within five (5) days by filing an amended committee registration form.*

Contact Information:

Name of Person Acting As Registered Agent: _____

Address (Physical): _____

Address (Mailing): _____

Telephone No.: _____ E-Mail: _____

Authorization

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidate Address (include mailing): _____

Candidate Signature: _____ Date: _____

COMMITTEE REGISTRATION INSTRUCTIONS

City of Lone Tree Municipal Code

Sec. 2-1-70. Organization of committees.

- (a) Every candidate, candidate committee, issue committee and political committee shall file a statement of organization with the City Clerk no later than ten (10) days after accepting or making a contribution or expenditure or twenty (20) days prior to the election, whichever is earlier.
- (b) The statement of organization shall include:
 - (1) The name, address and phone number of the candidate committee, issue committee or political committee, the candidate or issue it supports or opposes and any other purpose or interest of the committee.
 - (2) The name, phone number and address of the registered agent of the candidate committee, issue committee, or political committee.
 - (3) The name, phone number and address of the committee treasurer, if other than the registered agent, of the candidate committee, issue committee or political committee.
 - (4) Proof of the existence of a bank account as required in Section 2-1-80 and proof of the date of the initial deposit made therein.
- (c) When any candidate committee, issue committee or political committee is organized, the registered agent or other officer of such committee shall certify, by affidavit at the office of the City Clerk, at the time of filing the required statement of organization, a statement that the person signing the affidavit is familiar with and understands the provisions of this Article

Instructions for
REPORT OF CONTRIBUTIONS AND EXPENDITURES

COMPLETING THE FORMS

We suggest that you complete Schedules A-D (if applicable) before completing the detailed summary.

STEP 1. Completely fill out the Report of Contributions and Expenditures page until you reach Line 1.

- Print or type the full name of the committee
- Print or type the address of your committee. Print or type the city, state and zip code of your committee.
- Print or type the name and address of the financial institution where the committee funds are deposited. [Lone Tree Municipal Code §2-1-80]
- Determine what type of report is being filed.
 - **Regularly Scheduled Filings** are normal reporting periods as required in Lone Tree Municipal Code §2-1-90 (These dates are listed on the front page of the instructions and at the City of Lone Tree web site www.cityoflonetree.com/fecp)
 - **Amended Filings** are reports that correct a previously filed report.
 - **Termination Reports** are filings that close a committee, indicating the committee is no longer in existence. You **must** report a zero balance on line #5. [Lone Tree Municipal Code §2-1-90(h)]
- Check () the appropriate box next to the type of report filed. If this report is an *amended filing*, print or type the date of the originally filed report being amended.
- Print or type the Reporting Period being covered. (The beginning and ending dates)
- Stop – you will return to the form and complete it during step 5.

STEP 2. Complete Schedules A-D (if applicable) and Forms A-N and B-N.

➤ **Schedule A (and Form A-N)**

List all contributions received on either Schedule A or on Form A-N (if the amount is in excess of \$25 list the contribution on Schedule A, if the amount is not in excess of \$25 list the contribution on Form A-N). Total the amount on Schedule A, this amount will be reported on line 6 of the detailed summary. Total the amount on Form A-N, this amount will be reported on line 7 of the detailed summary.

➤ **Schedule B (and Form B-N)**

List all expenditures paid out on either Schedule B or on Form B-N (if the amount is in excess of \$25 list the contribution on Schedule B, if the amount is not in excess of \$25 list the contribution on Form B-N). Total the amount on Schedule B, this amount will be reported on line 12 of the detailed summary. Total the amount on Form B-N, this amount will be reported on line 13 of the detailed summary.

➤ Schedule C

List all debt or obligations owed. Use a separate schedule for each outstanding debt or obligation. The total of all Schedule C's debt or obligation for this reporting period will be reported on line 8 of the detailed summary. The total of all Schedule C's cash amount received for this reporting period will be reported on line 8 of the detailed summary. The total of all repayments made for this reporting period will be reported on line 14 of the detailed summary.

➤ Schedule D

List all returned contributions and expenditures. The total amount of returned contributions will be reported on line 15 of the detailed summary. The total of returned expenditures will be reported on line 10 of the detailed summary.

STEP 3. Go to the Detailed Summary page (page 2).

STEP 4. On the Detail Summary page of the Report of Contributions and Expenditures form completely fill out the header information and lines 6 through 20.

- Line #6 – Enter the total amount of Itemized Monetary Contributions in excess of \$25.00 (from Schedule A).
- Line #6a – Enter the total amount of Itemized Non-Monetary Contributions in excess \$25.00 (from Schedule A).
- Line #7 – Enter the total amount of Monetary Contributions received this reporting period that were \$25.00 or less (from Form A-N).
- Line #7a – Enter the total amount of Non-Monetary Contributions received this reporting period that were \$25.00 or less (from Form A-N).
- Line #8 – Enter the total amount of all debts or obligations committed to this reporting period (from Schedule C).
- Line #8a – Enter the total cash amount received from of all debts or obligations for this reporting period (from Schedule C).
- Line #9 – Enter the total amount of all other receipts. (Example: Interest, Dividends).
- Line #10 – Enter the total amount of all expenditures returned or refunded to the committee (from Schedule D - money coming back to the committee).
- Line #11a – Enter the sum of Lines #6a **and** #7a.
- Line #11 – Enter the sum of Lines #6 , 7, 9 and 10.
- Line #12 – Enter the total amount of all Expenditures in excess of \$25.00 (from Schedule B).
- Line #13 – Enter the total amount of all Non-Itemized Expenditures in excess of \$25.00 (from Form B-N).
- Line #14 – Enter the total amount of Debt or Obligation Repayments Made (from Schedule C).

- Line #15 – Enter the total amount of contributions returned to a donor (from Schedule D).
- Line #16 – Enter the sum of Lines #12 **through** #15.

STEP 5. Return to the Report of Contributions and Expenditures form and complete Lines 1-5.

- Line #1 – If this is your first Report of Contributions and Expenditures as a committee enter zero (0). If you have previously filed enter the ending balance from line #5 of your most recently filed report.
- Line #2 – Enter the total amount from Line #11.
- Line #2a – Enter the total amount from Line #8a.
- Line #2b – Enter the sum of Lines #11 a.
- Line #3 – Enter the sum of Lines #1 **and** #2 **and** #2a.
- Line #4 – Enter the total amount from Line #16.
- Line #5 – Enter the difference of Line #3 **minus** Line #4.
- Line #5a – Enter the difference of Line #8 minus Line #14

STEP 6. Complete the Authorization portion of the Report of Contributions and Expenditures form by printing the name of the registered agent and then sign and date the report.

City of Lone Tree
 City Clerk
 9220 Kimmer Drive, Suite 100
 Lone Tree, CO 80124
 Telephone: 303-708-1818
 Fax: 303-225-4949
 www.cityoflonetree.com/fecp



CITY OF LONE TREE

REPORT OF CONTRIBUTIONS AND EXPENDITURES

Lone Tree Municipal Code §2-1-90

Full Name of Committee:	
As Shown On Committee Registration Form	
Address of Committee:	
City, State & Zip Code:	
Committee Type:	<input type="checkbox"/> Candidate <input type="checkbox"/> Issue <input type="checkbox"/> Political
Name and Address of Financial Institution	

Type of Report (check all that apply)

- Regularly Scheduled Filing.**
- Amended Filing.** This amends previous report filed on (date)
 Submit changes or new information **ONLY**
- Termination Report.** (Termination Reports **MUST** Have a Monetary Balance of Zero in Line 5)
- Check this box if this Report Contains Electioneering Communication Information**

Reporting Period Covered: **Through**
Date Date

		Totals Detailed Summary Page
1	Funds on Hand at the Beginning of Reporting Period (monetary only)	\$
2	Total Monetary Contributions (line 11)	\$
2a	Total Cash Amount Received from Debts or Obligations (line 8a)	\$
2b	Total Non-Monetary Contributions (line 11a)	\$
3	Total of Monetary Amount Received & Beginning Amount (add line 1 +2 + 2a)	\$
4	Total Expenditures (line 16)	\$
5	Funds on Hand at the End of Reporting Period (monetary) (line 3 – line 4)	\$
5a	Total Debt or Obligation at the End of Reporting Period (line 8 – line 14)	\$

**The City Clerk shall impose a penalty of \$50.00 per day for each day that a report is filed late.
 Lone Tree Municipal Code §2-1-190(c)**

Authorization (Must be completed by either the Registered Agent **OR** the Candidate): *I hereby certify and declare, under penalty of perjury, that to the best of my knowledge or belief all contributions received during this reporting period, including any contributions received in the form of membership dues transferred by a membership organization, are from permissible sources.*

Print Registered Agent's Name: _____

Registered Agent's Signature: _____ Date: _____

Print Candidate Name: _____

Candidates Signature: _____ Date: _____

DETAILED SUMMARY

Full Name of Committee: _____

Current Reporting Period: **Through**

Funds on hand at the beginning of reporting period (Monetary Only)		\$
6	Itemized Monetary Contributions in excess of \$25 <i>City of Lone Tree Municipal Code §2-1-90</i> (Please list on Schedule "A")	\$
6a	Itemized Non-Monetary Contributions in excess of \$25 <i>City of Lone Tree Municipal Code §2-1-90</i> (Please list on Schedule "A")	\$
7	Total of Non-Itemized Monetary Contributions <i>City of Lone Tree Municipal Code §2-1-90</i> (Contributions of \$25.00 and less list for your records only on Form A-N)	\$
7a	Total of Non-Itemized Non-Monetary Contributions <i>City of Lone Tree Municipal Code §2-1-90</i> (Contributions of \$25.00 and less list for your records only on Form A-N)	\$
8	Total Debts or Obligations (Please list on Schedule "C")	\$
8a	Total Cash Amount Received from Debts or Obligations (Please list on Schedule "C")	\$
9	Total of Other Receipts (Interest, Dividends, etc.)	\$
10	Returned Expenditures (from recipient) (Please list on Schedule "D")	\$
11a	Total Non-Monetary Contributions (Total of lines 6a and 7a)	\$
11	Total Monetary Contributions (Total of lines 6, 7, 9 and 10)	\$
12	Itemized Expenditures in excess of \$25 <i>City of Lone Tree Municipal Code §2-1-90</i> (Please list on Schedule "B")	\$
13	Total of Non-Itemized Expenditures (Expenditures of \$25.00 or list for your records only on Form B-N)	\$
14	Debt or Obligation Repayments Made (Please list on Schedule "C")	\$
15	Returned Contributions (To donor) (Please list on Schedule "D")	\$
16	Total Expenditures (Total of lines 12 through 15)	\$

Schedule A – Itemized Contributions Statement (in excess of \$25)

Lone Tree Municipal Code § 2-1-90

Full Name of Committee/Person: _____

WARNING: Please read the instruction page for Schedule “A” before completing!

PLEASE PRINT/TYPE

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

Monetary Contribution (under \$25) \$ _____

Monetary Contribution (\$25 or more) \$ _____

Monetary Contribution Total \$ _____

Non-Monetary Contribution (under \$25) \$ _____

Non-Monetary Contribution (\$25 or more) \$ _____

Non-Monetary Contribution Total \$ _____

Form A-N – Listing of Itemized Contributions not in excess of \$25
for Committee Use Only

PLEASE PRINT/TYPE

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Contribution Amt.</u> \$	5. Address: _____
3. <u>Aggregate Amt.</u> \$	6. City/State/Zip: _____
<input type="checkbox"/> Check box if Electioneering Communication	7. Description: _____
	8. Employer (if applicable, <u>mandatory</u>): _____
	9. Occupation (if applicable, <u>mandatory</u>): _____

Schedule B – Itemized Expenditures Statement (in excess of \$25)

Lone Tree Municipal Code § 2-1-90

Full Name of Committee/Person: _____

PLEASE PRINT/TYPE

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

Expenditures (under \$25) \$ _____
Expenditures (\$25 or more) \$ _____
Total Expenditures \$ _____

Form B-N – Listing of Expenditures not in excess of \$25
for Committee Use Only

PLEASE PRINT/TYPE

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication e	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Expended</u>	3. Name: _____
2. <u>Amount</u> \$	4. Address: _____
<input type="checkbox"/> Check box if Electioneering Communication	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

1. <u>Date Expended</u>	3. Name: _____
	4. Address: _____
	5. City/State/Zip: _____
	6. Purpose of Expenditure: _____
	7. Employer (if applicable, <u>mandatory</u>): _____
	8. Occupation (if applicable, <u>mandatory</u>): _____

Schedule C – Outstanding Debts or Obligations

Lone Tree Municipal Code §2-1-90(h)

Debt or Obligations Owed by the Committee

(Use a separate schedule for each outstanding debt or obligation.
This form is for line item 8 and 16 of the Detailed Summary Report.)

DEBT OR OBLIGATION

Name (Last, First or Institution): _____

Address: _____

City/State/Zip: _____

Original Amount of Debt or Obligation: \$ _____ Interest Rate if any: _____

Cash Amount Received This Reporting Period: \$ _____
(Sum of Schedule C pages; place total amount on line 8a of Detailed Summary Report)

Total of Debt or Obligation for this
Reporting Period: \$ _____
(Sum of Schedule C pages; place total amount
on line 8 of Detailed Summary Report)

Principal Amount Paid This Reporting Period: \$ _____

Interest Amount Paid This Reporting Period: \$ _____

Amount Repaid This Reporting Period: \$ _____
(Amount Repaid is sum of principal & interest entered on Detail Summary)

Total Repayments Made for this
Reporting Period: \$ _____
(Sum of Schedule C pages; place total amount on
line 14 of Detailed Summary)

Outstanding Balance: \$ _____

TERMS OF LOAN (if any): _____
Date Loan Received Due Date for Final Payment

LIST ALL ENDORSERS OR GUARANTORS OF THIS DEBT OR OBLIGATION

Full Name	Address, City, State, Zip	Amount Guaranteed

Schedule D – Returned Contributions & Expenditures
Lone Tree Municipal Code §2-1-100

Full Name of Committee/Person: _____

Returned Contributions

(Previously reported on Schedule A – Contributions accepted and then returned to donors)

PLEASE PRINT/TYPE

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

1. <u>Date Accepted</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Purpose: _____

Total Amount of Returned Contributions <i>(Report on line 15 of the Detailed Summary)</i>	\$
---	----

Returned Expenditures

(Previously reported on Schedule B – Expenditures returned or refunded to the committee)

PLEASE PRINT/TYPE

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

1. <u>Date Expended</u>	4. Name (Last, First): _____
2. <u>Date Returned</u>	5. Address: _____
3. <u>Amount</u>	6. City/State/Zip: _____
\$	7. Comment (Optional): _____

Total Amount of Returned Expenditures <i>(Report on line 10 of the Detailed Summary)</i>	\$
--	----